

POSITION TITLE: Human Resources Partner**DEPARTMENT: Human Resources****GRADE: 15****REPORTS TO: Director, Human Resources & Infrastructure****EFFECTIVE DATE: March 2026****General Accountability**

The Human Resources (HR) Partner reports to the Director of Human Resources & Infrastructure and is primarily responsible for the administration and implementation of human resources functions within the organization including contract administration, recruitment and selection, performance management, onboarding, health and safety, and employee relations.

The HR Partner provides strategic human resources guidance and process knowledge to internal stakeholders, responds to inquiries and works collaboratively to support a positive working environment that supports and reinforces the mission and values of Renison University College (RUC) while minimizing risk and ensuring legislative compliance.

The HR Partner represents Renison in a manner consistent with the values, goals, policies and strategic directions of the organization.

Nature and Scope**Interpersonal Contacts**

- The HR Partner works collaboratively with a wide range of people internal to the organization in various positions including students, faculty and instructors, and department staff members.
- Communication is for the purpose of clarifying information to complete HR transactional work, to answer inquiries or to resolve issues.
- The HR Partner works with the Director, HR & Infrastructure to execute areas of responsibility.
- External contacts include members of the UWaterloo and AFIW Human Resources departments and external service providers to clarify information and processes or to network and gain new knowledge which could be implemented at Renison.

Decision-Making Authority

- The HR Partner possesses decision-making authority based on established policy and procedure
- The HR Partner is required to investigate issues and provide explanation or suggestions as able and is responsible and accountable for executing the role priorities
- The HR Partner assists and provides process information to managers in areas such as recruiting, hiring, and compensation
- The HR Partner has specialized work as well as routine tasks and works with minimal supervision
- The HR Partner is expected to be forward looking, aware of trends and bring innovative and creative concepts and opportunities to the department

- The HR Partner possesses the ability to take initiative, work independently with minimal supervision and exercise good judgment and decision-making
- Monitors changing regulations and makes necessary amendments to company policies upon consultation with the Director of Human Resources & Infrastructure as requested
- Complex and non-routine issues involve consultation with appropriate personnel, specifically the Director of Human Resources & Infrastructure.

Key Accountabilities

HR Administration

- Identify and research human resources issues, conduct analysis and provide recommendations to assist with the creation and implementation of human resource objectives aligned with organizational and departmental objectives.
- Interpret and provide advice to internal stakeholders, as requested, within the framework of Renison University College (RUC) policies and procedures, collective agreement(s), applicable legislation, HR best practices as well as terms and conditions of employment, including vacation and leaves of absence
- Collaborates to ensure Renison avoids unnecessary legal challenges regarding employment issues.
- Participate in policy and guideline development leading to process improvements and consistent processes and practices
- Familiarity with and assist in administering the collective agreement as required
- Assist with job evaluations and maintain a current spreadsheet of job grades
- Exercise due diligence to ensure compliance with relevant legislation including the Employment Standards Act, Human Rights Code, Pay Equity Act, Workplace Safety and Insurance Act, Accessibility for Ontarians with Disabilities Act and the Occupational Health and Safety Act when providing recommendations and advice to internal stakeholders
- Back up and support of Parking administrative work

Payroll Administration

- Reconcile payroll expenses monthly; investigate discrepancies and ensure corrections are made
- Participate in investigation of and assist with payroll issues; in coordination with the Payroll and HR Administrator, elevate issues to the Director, Human Resources & Infrastructure as needed
- Provide back-up for bi-weekly entry of casual and food services payroll
- Provide back-up for reviewing and approval of casual and food services payroll
- Compile compensation spreadsheets to calculate and process approved annual salary increases, review spreadsheets with the Director, HR & Infrastructure and Director, Finance
- Participating, as required, in external audits, providing support to the Director, HR & Infrastructure
- Provide guidance and process knowledge to internal stakeholders (department admins, faculty, Directors, etc.) to support understanding of payroll processes

Contract Administration

- Draft student and casual contracts [Sessional, Teaching Assistant, Non-credit [ELI (EFAS, EFS, GEAR, BASE, etc.) CAPE etc.] as well as maintaining all contract templates
- Review and update templates regularly to ensure compliance with legislation and HR best practices; using templates set following legal counsel review and bring forward solutions to the Director, HR & Infrastructure
- Assist with drafting all ongoing and definite term staff contracts as requested

Recruitment

- Participate as a member and provide guidance to Selection Committees to ensure consistency of practice and appropriate adherence to relevant Renison policies and procedures along with legislation to ensure effective staffing
- Work with Hiring Managers and Selection Committees to develop interview questions based on HR best practices
- Conduct referencing work on behalf of Renison and coordinate verification of qualifications through a service provider
- Draft response letters to applicants and record all communications as per established HR policy that meets legislative requirements
- Implement and maintain the on-boarding process and record completion of related required training modules

Performance Evaluation

- Administer processes surrounding distribution and monitoring of annual performance reviews
- Provide advice and suggestions on practices that will contribute to an environment that promotes a high-performance culture with a focus on quality, productivity, and goal achievement in alignment with Renison's objectives.

Health & Safety

- Monitor accidents/incidents and analyze for trends, as applicable
- Attendance at JHSC meetings, participation as committee member
- Creation of JHSC agendas and review of minutes
- Coordinate and conduct regular inspection of first aid kits with an external service provider
- Submission of required WSIB forms, reporting as related to injuries and illnesses

Communication

- Development of organizational memos for distribution as required
- Development of employee letters as requested and for documentation purposes
- Development and maintenance, including updating content for the Human Resources pages

Employee Relations

- Assist and support in the provision and maintenance of a positive working environment through excellent client service by responding to manager and staff inquiries regarding benefit entitlement, salary administration, employment legislation, training & development, recruitment activities and employee related policies
- Monitor Service Awards and recognition; oversee the execution of the Service Milestone Recognition Program each academic term and determine annual recipients
- Provide strategic advice and counsel regarding employee relations issues to the campus community and people leaders specifically those working with staff members
- Provide effective and consistent administration and interpretation of Renison's policies, procedures, and practices

Qualifications

Education

- Undergraduate degree and /or Community College diploma with a focus in Human Resources Management, Business Administration, Psychology or Sociology

- Minimum CHRP designation with progression towards or achievement of the CHRL designation

Experience

- 4 – 5 years of experience gained in a Human Resources department, preferably in a generalist role
- 3+ years of experience drafting employment contracts and familiarity with related legislation
- 2+ years of experience processing and /or reconciling payroll along with understanding of related processes experience
- 3+ years of experience related to onboarding, recruitment and selection processes
- 3+ years of experience with performance evaluation practices
- 3+ years of experience with health and safety practices
- 3+ years of experience related to employee relations
- 3+ years of experience with the interpretation and application of current employment legislation including the Employment Standards Act, Ontario Human Rights Code, and the Occupational Health and Safety Act, Workplace Safety and Insurance Act, AODA legislation
- 2+ years of experience within the higher education or public sector is considered an asset

Skills

- Excellent interpersonal skills, with the ability to interact tactfully with students, faculty, staff and other internal departments providing strong customer service
- Superior written and oral communication skills including presentation skills
- Professional, diplomatic, with ability to maintain strict confidentiality
- Exceptional attention to detail and comprehension skills with an aptitude for accuracy
- Effective organizational skills, with the ability to work with multiple priorities and competing deadlines
- Ability to take initiative, work independently with minimal supervision and exercise good judgment and decision-making including providing solution-focused recommendations
- Strong critical thinking and analytical skills with the ability to interpret and communicate data
- Ability to work effectively as part of a team
- Advanced knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook; and knowledge of employment websites. Experience with MS Forms and Qualtrics is an asset
- Ability to respond to irregular and/or high volumes of demand, multiple and/or tight deadlines beyond one's control, and interruptions (e.g. phone calls, e-mails and unplanned but urgent support requests at different times of the year) generally associated with a fast-paced environment.

Working Conditions

Physical Effort: Work activities involve alternating positions of light physical activities. Majority of time is spent in a comfortable position with frequent opportunity to move about at will

Physical Environment: Works in an environment with occasional exposure to mild unpleasant conditions. There may be a remote possibility of risk of accident or health hazards.

Sensory Attention: Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time, requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities. The need for detailed or precise work is moderate.

Mental Stress: Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent